

Cover Letter for "Communication Specialist"

**AZMAT ALI KHAN**

Islamabad, 26<sup>th</sup> September, 2022

[www.balochistantimes.pk](http://www.balochistantimes.pk)

[www.pc.gov.pk](http://www.pc.gov.pk)

[www.qih.com.pk](http://www.qih.com.pk)

Respectable Sir,

I express my interest in the Position due to my Professional qualification and experience. I would be therefore welcome the opportunity to work for such type of organization and become part of your esteem organization.

I am fully qualified for the position and having mentioned year's relevant experience in strategic communication, design communication strategy, writing press releases and Event Management. I did my M.sc in Mass Communication and M.A International Relations which not only qualified me for the position but for the best candidate. I served as a Media Coordinator Media (BPS 17) at Ministry of Planning, Development and Special Initiative from 10<sup>th</sup> October 2016, to 31<sup>st</sup> December 2019, where my main responsibilities were to manage the media, Event Management, updating social media, writing press releases and report writing/editing of different sectors. Interaction with media representatives, writing for monthly/quarterly news letter, digital newsletter, media monitoring evaluation and writing report. Close coordination with advertising agencies to developed soft image, maintiang good relations with media representatives, analyst, academia and highlighting ministry activities. Arranging press conferences coordinate with Press information Department, media talks and designing media/communication strategy for the organization. Coordinate with stakeholders, advertising agencies, line ministries, NGOs and private clients.

Earlier at Quaid e Azam International Hospital, Islamabad from 2011 to 2016 me performed duty as Assistant Manager Media/PR, where my main responsibilities were media management, planning publicity campaign, public relations, designing advertisement, vendors dealing, event management, writing press releases, ensure media coverage, producing presentation, annual report, organizing public awareness program i.e. world health day, TB day, brochures, newsletter, dealing all media quires.

I did regular liaise with vendors, patients, staff and Chief Executive to discuss and refine our media strategies. Being a media person always busy to prepare promotional material for hospital, like brochure, newsletter, magazine, news for website ,advertising for newspapers, publicity news, invitation letter, panaflex and banners. I have repeatedly demonstrated grace under pressure and a Capacity to juggle competing Priorities.

You will find me to be enthusiastic and extremely driven to achieve positive outcomes. I understand well the power of the right message delivered to the right audience at the right time. My written communication skills are excellent and I am effective and articulate in conducting, Newspaper, radio and TV interview. Having good knowledge about official letter, government and secretariat rules. Believe that I would make an excellent candidate for this position; best fit for the duty and would be willing to relocate.

Sir the subject post is totally relevant to my qualification and experience and if you people provide me an opportunity in your esteem organization, assures you that through my workaholic aptitude will come up to your expectation.

Pashto is my mother tongue.

Profound Regard

Azmat Ali Khan

## **AZMAT ALI KHAN**

House # 129, Street # 99, I-8/4, Islamabad.

House# 1420, Mohalla Bazarta Lin Saddar, Shahra-e- Faisal, Janubi Karachi

Cell No: +92(0)312-9128-567, 051-9219861 | Email: azmatjournalist77@gmail.com

### **Career Summary's**

To develop and enhance skills, knowledge, expertise in any organization/institution where I could share, improve and growth of my Professionalism in the field of Administration, Public Relations, Protocol /Media Management and Interpreter. Quick learner as well as keen to take up challenges, tasks and ensures its timely accomplishment. Excellent communication and technical skills. Innovative and creative problem solver, who is results oriented, has an aptitude for learning and can maximize resources while possessing a sense of urgency.

### **Area of Expertise:**

- Public Relations
- Writing Press Releases, Intro, Captions, Story Summaries.
- Media Management.
- Event Management.
- Analyzing Media Coverage.
- Updating social Media activity.
- Advertising and Designing.
- Media Monitoring.
- Writing letters, Memo.

### **Professional Experience:**

#### **Pakistan Broadcasting Corporation:**

**Urdu News Translator/Sub editor**

10<sup>th</sup> February 2022 to date

#### **Job Responsibilities:**

- Translated English News items into Urdu.
- Proof reading.
- Translated and editing news.
- Numbering news items.

#### **Daily Baluchistan Times.**

**Sub Editor**

10<sup>th</sup> September 2020 to Date

#### **Job Responsibilities:**

- Writing, rewriting, editing and proofreading news items.
- Editing reports and press releases.
- Liaising with reporters and editors.
- Check grammatical and spelling mistakes, errors.

- Designing page layout.
- Translate content from Urdu to English.
- Browsing news from net.

**Ministry of Planning Development & Special Initiative.**

**Media Coordinator BPS-17**

10<sup>th</sup> Oct. 2016 – 31<sup>st</sup> Dec. 2019.

**Job Responsibilities:**

- Responsible for media management, public relations and writing press releases.
- Social Media activities, Event Management and media briefing.
- Media relations, Media Monitoring & Evolution.
- Highlighting Planning Commission achievements and imitative.
- Writing for Quarterly Newsletter/booklet for publicity and image development.
- Prepare feasibility reports of media campaigns.
- Help conducting media interviews, press briefing/workshop/conference arrangement.
- Coordinate with media representatives, advertising agencies and PID officials.
- Liaise, advertising agencies for advertisement and Promotional videos.
- Official drafting/letter/memo/minutes of meeting/dairy and table of engagement.

**Quaid-e-Azam International Hospital, Islamabad.**

**Assistant Manager Media**

21<sup>st</sup> Dec. 2011 – 8<sup>th</sup> Oct. 2016

**Job Responsibilities:**

- Planning Publicity strategies and campaigns.
- Manage the Hospital website, updating news on social media.
- Manage the Hospital events and ensure media coverage.
- Writing and Producing Presentations and Press Releases.
- Dealing with enquires from the Public, the Press, and related organization.
- Organizing Promotional events such as Press Conferences, open days and protocol.
- Good will creation to develop soft image of the organization.
- Organizing public awareness Programmes i.e. world health day.
- Publicity emails to patients.
- Liaison with advertising agency for ads/print/Electronic.
- Speaking publicity at interviews, press conference and Presentations.
- Analyzing Media Coverage.
- Designing, writing and Producing Presentations, press releases
- Writing for in-house Journals, reports, publicity brochures, newsletter.
- Analyzing Videos/advertising for Print and Electronic Media.

**Daily English, National Herald Tribune, Islamabad**

**Sub-Editor/Researcher**

Sep. 2006 to Aug. 2011

**Job Responsibilities:**

- Writing, rewriting, editing and proofreading news items
- Editing reports and press releases
- Liaising with reporters and editors
- Designing page layout
- Translate content from Urdu to English

### **South Asia New Agency (SANA), Islamabad**

**Sub-Editor:**

20<sup>th</sup> Jun. 2004 to 30<sup>th</sup> Aug. 2006

**Job Responsibilities:**

- Editing, Proof reading of news stories
- Translating Urdu news items and press releases into English
- Translating Pashto news into Urdu and English
- Monitoring different Urdu and English channels
- Attending press conferences

### **Pakistan International Human Rights Organization, Islamabad**

**Public Relations Officer:**

Feb. 2005 to Feb.2006

**Job Responsibilities:**

- Coordinate with Media.
- Responsible to review all national Newspapers.
- Put up cutting of necessary articles/news to team leader for info and action.
- Analyzing media coverage.
- Writing Press Release.
- Adjusting News in different newspapers.
- Liaison with counterpart org: media representative.
- Highlight the human right violation in media.
- Preparing monthly, quarterly and yearly media reports.
- Writing Promotional stories for organization.

### **Attended Management Courses:**

1. **“Secretariat Rules Regulations & Administration “at PPMI** (Pakistan Planning Management Institute, Islamabad.)
2. **“Human Resources Management in Public Sector “at PPMI.**
3. **“MS PROJECT at PPMI”**

### **Diploma and Course**

- **I.T .Basic**---Computer Assembling,Software Installation, Windows XP,2007,Ms word, Power Point,Excel,Coral Draw,Inpage,Office Applications,Page Designing,Scanning,Printing.
- **E.Commerce**----- HTML, Java Script, E.Business and Email.
- **English Language Course**-Four Months Diploma In English Language from National University of Modern Languages (NUML), Islamabad
- **E.Filing** ( Electronic file transforming )
- **PC-I Automation**

### **Technical Skills:**

- MS word
- MS Power Point
- MS Excel
- Video Editing ( Filmora and VSDC Software)

- E.Filing (Electronic file forwarding in Public Sector)
- PC-I Automation.
- Coral Draw
- In page
- Page Designing
- Official Drafting

**Additional Skills:**

- Can Type with a Speed of 40 WPM.
- Can Type In page with a Speed of 30 WPM.
- Can Speak, read and write English, Urdu and Pashto.
- Good verbal and written Communication Skills

**Education & Training:**

- Master in International Relations (Kohat University of Science & Technology) 2008-2010
- Master in Science in Mass Communication(Allama Iqbal Open University,Islamabad) 2004-2006
- Bachelor of Arts in Economics & Geography(Peshawar University, Peshawar) 1999-2001
- Faculty of Science (Govt:Post Graduate College Kohat) 1995-1997
- Secondary School Certificate(Govt:High School Mandoori,Kohat) 1991-1993

**References:** Will be furnishing as and when mutual interest will be generated.





Government of Pakistan  
Ministry of Planning, Development & Special Initiatives  
(Jawaid Azfar Computer Centre)

No.3 (10) IT/JACC/HR/2019  
Islamabad, the 14<sup>th</sup> July, 2020

**TO WHOM IT MAY CONCERN**

It is certified that **Mr. Azmat Ali Khan** has worked as a **Media Coordinator** (equivalent to BPS-17) in Ministry of Planning Development & Special Initiatives from 10<sup>th</sup> October 2016 to 31<sup>st</sup> December 2019.

He was responsible for all media related activities, media management and public relations. We found him a hardworking, dedicated, energetic and cooperative person. His hard work and result-oriented approach proved beneficial for this esteem organization.

We wish him best of luck for his future endeavors.

(Tariq Waseem)  
Assistant Director  
Ph: 9219861  
TARIQ WASEEM  
Assistant Director (JACC)  
Min Planning, Development & Reform  
Government of Pakistan  
Islamabad



## QUAID-E-AZAM INTERNATIONAL HOSPITAL

QIH.EXP-314

23<sup>rd</sup> Dec., 2017

### TO WHOM IT MAY CONCERN

This is to certify that **Mr. Azmat Ali Khan S/O Hamzullah Khan** has been working in the Hospital as Assistant Manager Media Since 21<sup>st</sup> Dec. 2011 to 8<sup>th</sup> October 2016.

During his stay with us, we found him a sincere, honest and hardworking employee with a professional attitude and very good job knowledge.

We wish him every success in life.

Syed Adeel Sherazi

Manager Human Resources  
Quaid-e-Azam International Hospital  
Islamabad.

(A Project of Global Health Services)  
Golra Morr, Peshawar Road, Islamabad. Tel: +92-51-8449100-59  
Fax: 051-5466610



Editor-in-Chief: **Ghulam Akbar**

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Email: dailynht@dsl.net.pk nhtisb@yahoo.com

**National Herald Tribune**  
The Nation's Most Compact Daily News & Newspaper

www.dailynht.com

Ref: F: Action/06

Date: August, 20, 2011

**TO WHOM IT MAY CONCERNS**

It is certified that **Mr. Azmat Ali Khan S/O Hamzullah Khan** is working with us as Sub-editor/Reporter since **September 2006** to date.

During his stay with us, found him well versed with his subject, hardworking, punctual and obedient. He bears good moral character.

I wish him every success in future professional career.

With Best Wishes,

  
**SYED MAZHAR ALI SHAH**

**EDITOR  
NHT**





وكالة أنباء جنوب آسيا (شأن)  
**SOUTH ASIAN NEWS AGENCY (SANA)**

Ref: \_\_\_\_\_

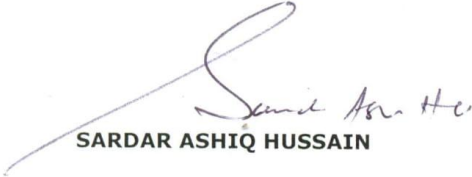
Date: 09/10/2006

**TO WHOM IT MAY CONCERN**

This is to certify that Mr. Azmat Ali Khan son of Hamzullah Khan has worked with South Asian News Agency (SANA) as Sub-Editor from June 20, 2004 to August 30, 2006.

During his stay with us, we found him well versed with his subject, hard working, punctual and obedient. He bears good moral character.

We wish him ever success in future professional career.

  
SARDAR ASHIQ HUSSAIN

EDITOR

First Floor, Chinar Chambers, Street # 48, G-6/1-1, Islamabad (Pakistan)  
Ph: (0092-51) 2870134-7 Fax: (0092-51) 2872741-2206049  
E-mail: sanaib@sananeews.com.pk sananeews@dsl.net.pk  
Web: www.sananeews.com.pk



## Pakistan International Human Rights Organization

HEAD OFFICE: 12, 1st East View, Pakistan House  
Nasim Ud Din Road, Blue Area, Islamabad 45800 Pakistan  
Tel: +92-51-2826791 Fax: +92-51-4726792  
Website: www.pihro.org, E-mail: pihro@pihro.org

PIHRO/HR/01/03  
March 01, 2006

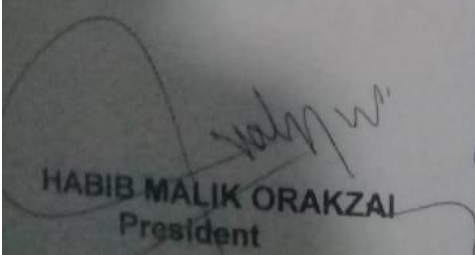
### TO WHOM IT MAY CONCERN

It is certified that **Mr. Azmat Ali Khan S/o Hamzullah Khan** has worked with us as **Public Relationship Officer** w.e.f. February 2005 to February 2006.

We found him hard worker and during the stay his conduct was found exemplary and outstanding. I assure that he will be of value to any organization he joins. He has done excellent work in the field and we appreciate his support and promotion for our organization.

Wishing him every success in future.

With Best Wishes,

  
**HABIB MALIK ORAKZAI**  
President



# Allama Iqbal Open University Islamabad



Serial No. 3610

Certified that Mr. / Ms. AZMAT ALI KHAN

Son / Daughter of HAMZULLAH KHAN

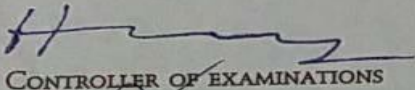
Registration No: 04-NKT-0511 Roll No: P-542048

having completed the prescribed requirements in semester  
AUTUMN, 2005 is awarded the degree of:

*Master of Science*

MASS COMMUNICATION

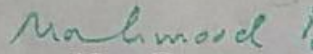
He / She has secured 59 % marks and has been placed in C grade.

  
CONTROLLER OF EXAMINATIONS

Result declared on: August 25, 2006

ISLAMABAD. DATED: November 10, 2006



  
VICE-CHANCELLOR

THIS DEGREE IS TO BE READ IN CONJUNCTION WITH THE TRANSCRIPT, ISSUED SEPARATELY

Serial No. 000988  
Roll No. 4499

Registration No.  
2008-FCKM-L56

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**Kohat University**  
of Science & Technology, Kohat  
(Pakistan)

Session ANNUAL 2009

AZMAT ALI KHAN SON of HAMZ ULLAH KHAN and a student  
of KOHAT DISTRICT having passed the prescribed  
examination held in OCTOBER 2009, is this day admitted by

The Kohat University of Science & Technology, Kohat  
to the Degree of

**Master of Arts**

in the SECOND Division

The Subject of examination being INTERNATIONAL RELATIONS

The Examination was taken as a whole / in parts



Controller of Examinations

Countersigned

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# University of Peshawar (Pakistan)

Session ANNUAL 2001

AZMAT ALI KHAN

SON

of

HAMZULLAH KHAN

and a student of GOVERNMENT POST GRADUATE COLLEGE KOHAT

having passed the prescribed examination held in JUNE 2001

is this day admitted by the University of Peshawar to the Degree of

## Bachelor of Arts

in SECOND Division

The Examination was taken as a whole / in parts

Serial No. 091909

Registration No. 98-K-5647

Roll No. 33140

Result declared on SEPTEMBER 25, 2001



Registrar

Countersigned

Vice-Chancellor

Roll No. 3142

Group. Pre-Engineering



**Board of Intermediate and Secondary Education**  
**Peshawar N W F P Pakistan**

**INTERMEDIATE EXAMINATION**

**SESSION -1997 (SUPPLEMENTARY)**

*This is to Certify that* **Azmat Ali Khan** *Son/Daughter of* **Hamzullah Khan**  
*and a Student / resident of* **Kohat District .** *Registered No. 95-B/K-94 has passed the*  
*Intermediate Examination of the Board of Intermediate & Secondary Education, Peshawar*  
*held in* **Dec, 97** *as a* **Regular/Private** *Candidate. He/She obtained* **526** *Marks out of* **1100**  
*and has been placed in* **Grade D** *Representing* **Fair** *He/She has been awarded Grade*  
*on the basis of internal assessment by the institution concerned. The Examination was taken as a whole / in parts.*

*Assd Secretary*  
**94**

*Secretary*

This certificate is issued without alteration or erasure

S. No. PBR- 0075467

Roll No. 30563

**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION**



**Peshawar N.W.F.P. Pakistan**  
**Secondary School Certificate Examination**

**SESSION 1993 (ANNUAL)**  
**(SCIENCE GROUP)**

THIS IS TO CERTIFY THAT Armat Ali Khan  
Son/Daughter of Hamsullah Khan  
and a student of Govt. High School, Mandoori (Kohat)  
has passed the Secondary School Certificate Examination  
of the Board of Intermediate and Secondary Education, Peshawar held in April 1993.  
as a **Regular candidate**. He/She obtained 474 Marks out of 850  
and has been placed in Grade C Representing Good

The Candidate passed in the following subjects.

- |            |                     |                |              |
|------------|---------------------|----------------|--------------|
| 1. English | 3. Islamiyat        | 5. Mathematics | 7. Chemistry |
| 2. Urdu    | 4. Pakistan Studies | 6. Physics     | 8. Biology   |

He/She has been awarded Grade A on the basis of internal  
assessment by the Institution concerned.

Date of birth according to admission form is Third January,  
one thousand nine hundred and Seventy Seven 03-01-1977

Asst. Secretary  
7th August, 1993.

This certificate is issued without alteration or erasure.

Secretary

Serial No. 00112

Registration No. 286-EC(PT)/2000

**National University of Modern Languages  
Islamabad - Pakistan**



Session : *Fall/Spring* 2000 (*Evening*)

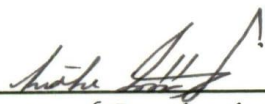
*This is to certify that*

Mr/Ms Azmat Ali Khan  
son/daughter of Hamzullah Khan Roll No. 2228  
pursued studies from August 2000 to December 2000

*and qualified the*

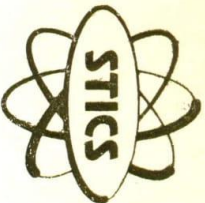
**Special Certificate Course in English Language**

He/she secured 55.2 percent marks in his/her examination and  
(Fifty Five Point Two)  
is placed in 'C' grade.

  
Director of Examinations

  
Rector

Dated: 28 August 2001



# SUPER TECH INSTITUTE OF COMPUTER SCIENCES

RAWALPINDI / ISLAMABAD

## E-Commerce Diploma

is awarded to

Mr. / Miss./Mrs.

**AZMAT ALI KHAN**

S/O, D/O, W/O

**HAMZULLAH KHAN**

having Roll No.

4EL227M4

Batch

4th

Session

SEP'2001

The student has successfully completed 250 credit hours and placed in  
grade A on the basis of Internal tests and assessments by institute faculty.

### The Subjects of the course completed are :

- Internet & Email
- HTML 4.0
- MS Frontpage 2000
- macromedia FLASH
- Client Side Scripting
- VB Script , Java Script
- Server Side Scripting
- ASP , Cold Fusion

  
President  
**Jamil Akhtar Kazi**



**GOVERNMENT OF PAKISTAN**  
MINISTRY OF PLANNING, DEVELOPMENT AND REFORM  
**PAKISTAN PLANNING AND MANAGEMENT INSTITUTE**  
ISLAMABAD

This is to certify that

*Mr. Azmat Ali Khan*

has participated in the training course on

**"Secretariate Rules, Regulation and Administration"**

conducted by PPMI

from 27<sup>th</sup> February, 2017 to 3<sup>rd</sup> March, 2017

**Dr. Muhammad Ali Noor**  
**Director General**

Pakistan Planning and Management Institute



**GOVERNMENT OF PAKISTAN**  
MINISTRY OF PLANNING, DEVELOPMENT AND REFORM  
**PAKISTAN PLANNING AND MANAGEMENT INSTITUTE**  
ISLAMABAD

This is to certify that

*Mr. Azmat Ali Khan*

has participated in the training course on

**"MS Project"**

conducted by PPMI

from 26<sup>th</sup> July, 2017 to 28<sup>th</sup> July, 2017

A handwritten signature in black ink, appearing to read 'Ali Noor'.

**Dr. Muhammad Ali Noor**  
**Director General**  
Pakistan Planning and Management Institute